PHILIP MORRIS USA **INTER-OFFICE CORRESPONDENCE**

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TO: Distribution **DATE:** May 2, 1994

FROM: Matthew N. Winokur

SUBJECT: Task Force agenda

Following is an agenda for our meeting commencing at 10:30 at the Covington & Burling[1] offices on Friday, May 6. The times are approximate. However, we should come prepared to address at minimum the items noted below.

For your review, I've attached the latest draft of the briefing book. Thanks to the many of you who have already commented on it. I'd like to get a resolution on it at the meeting so that preparation can begin.

10:30	Update on study (by center) and monograph status	
	• Latest information and implications	M. Ritter
	• Plans and additional resources	All
11:00	Sound science coalition	
	• Symposium	C. Schoen
	• Coalition feasibility assessment	S. Albinus
12:00	Scientific programs: research and GEP criteria	R. Carchman H. Reif
13:00	Lunch	
13:30	Review of legislative initiatives	J. Sullivan
14:00	Communications	
	• Briefing book	M. Winokur
	• Media outreach	
14:30	Other business	

[1] located at Leconfield House, Curzon Street, London W1Y 8AS
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